

**North Dakota Highway Patrol
Safety Auditor II**

Location:	Bismarck	Position No:	504-5469
Salary :	\$2,781 - \$3,226	Status:	Full-time, Regular
Closing Date:	November 17, 2006	Recruitment:	Internal/External

MINIMUM QUALIFICATIONS

Six years of work experience in the motor carrier industry that included knowledge and application of motor carrier laws, rules and regulations. College coursework may substitute for the work experience requirement on a year-for-year basis up to four years.

PREFERRED QUALIFICATIONS

1. Work experience conducting audits
2. Commercial Vehicle Safety Alliance Certification
3. Computer skills to include Microsoft Word, Excel, and Windows. (Please describe knowledge and experience on the application.)

APPLICATION PROCEDURES:

Microsoft Word 2000, Windows 2000\XP, and Excel skills tests must be taken at Job Service. Tests must have been taken within the last 12 months to be valid. It will take approximately one-half hour per test. Contact your local Job Service to check the times they are administered.

Applicants must submit a State of North Dakota Application for Employment, SFN 10950, resume, cover letter and results of computer skills tests to Bonnie Chase at the address listed below. **Application materials must be received at the address below by 5:00 p.m. on Friday, November 17, 2006.** Application forms are available from any ND Job Service office, local Highway Patrol, North Dakota Human Resource Management Services, the web at <http://www.nd.gov/hrms> or by calling 701-328-2456.

Individuals claiming veteran's preference must provide the documentation listed on the application.

Oral interviews and background investigations will be conducted in the selection process.

For more information or if you need accommodation or assistance in the application or selection process contact:

Bonnie Chase, Human Resource Specialist
North Dakota Highway Patrol
600 E Boulevard Ave, Dept. 504
Bismarck, ND 58505-0240

Telephone Number: 701-328-2456

TTY Number: 800-366-6888

E-mail: ndhpinfo@nd.gov

Website: <http://www.nd.gov/ndhp>

State Website: <http://www.nd.gov>

SUMMARY OF WORK

1. Complete safety audits of commercial motor carriers by verifying the carriers are in compliance in all areas of the Federal Motor Carrier Safety Regulations and the Hazardous Materials Safety Regulations.
2. Conduct Level I through Level V safety inspections of commercial motor vehicles, including hazardous cargo vehicles.
3. Coordinate the Safety Auditor Program.
4. Evaluate new entrant carriers and determine if they should be inactivated, converted to intrastate or scheduled for a safety audit.
5. Respond to regulatory and program questions from the carriers.
6. Maintain expertise in the Motor Carrier Management Information System.

EQUAL OPPORTUNITY EMPLOYER

The North Dakota Highway Patrol does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.